



RESPONSIBILITIES OF OFFICERS' SPOUSES

Proposed motion:

That ROB Book 2, Manual of Procedures for Officers and Directors, Section 4.5, be amended to read (~~strikethrough~~ = deletion, double underlining = addition):

4.5 RESPONSIBILITIES OF OFFICERS

4.5.1 All officers of the Society shall perform the duties customarily attached to their respective offices under the laws of the State of New York, and such other duties and services incident to their respective offices as are delegated to them in Article V of the Bylaws and may from time to time be assigned to them by the Board of Directors. Some of these duties are described in the following paragraphs and articles.

4.5.2 Each officer also serves as a member of the Board of Directors, as described in Article 4.2 of this manual.

4.5.3 Each officer also serves as a member of the Executive Committee. The operation of the Executive Committee is described in Section 10, Executive Committee, of this manual.

4.5.4 Each of the elected officers of the Society shall be assigned a coordinating function for one or more of the standing and special committees of the Society and in this assignment shall be termed a "Coordinating Officer." The Coordinating Officer of each standing and special committee will be the officer assigned to chair the council to which the committee reports. Committees not reporting to councils shall have the following coordinating officers:

Finance - Treasurer
President-Elect Advisory - President-Elect
(ROB 520-102-001)

4.5.5 Each of the President-Elect and the four Vice Presidents serves as chairman of a council. Council operations are described in Section 8 of this manual.

4.5.6 Every officer can expect to have secretarial expenses in connection with the duties of office.

~~4.5.7 Travel expenses for officer-Executive Committee activities may be reimbursed when requested. Spouses' expenses may be reimbursed when spouses are specifically requested to attend a meeting. Officers attending a Chapters Regional Conference in an official capacity and accompanying spouses shall have travel and CRC registration paid by the Society. Additional guidelines are in Travel Reimbursement Policy (ROB Book 2).~~

4.5.7 Spouses of officers shall have the following responsibilities:

A. The spouse of the President of the Society attends:

- (1) All domestic and international business trips
- (2) Executive Committee meetings
- (3) ASHRAE Winter Meeting
- (4) ASHRAE Annual Meeting

(over)

B. Spouses of officers other than the President attend:

- (1) Executive Committee meetings
- (2) ASHRAE Winter Meeting
- (3) ASHRAE Annual Meeting
- (4) Assigned Chapters Regional Conferences (CRCs)
- (5) Meetings where the officer substitutes for the President

C. In order to contribute to the accomplishment of ASHRAE's mission and to further the officers' business purposes on behalf of ASHRAE, spouses' responsibilities shall include, but not be limited to, the following:

- (1) Facilitate and develop personal contacts to enhance ASHRAE business contacts
- (2) Attend general business sessions of the convention as well as special sessions presented especially for spouses
- (3) Attend business social functions where spouses are expected to attend
- (4) Assist in developing and renewing personal contacts with others in the industry
- (5) Serve as host or hostess of convention dinners, receptions and other planned convention activities

4.5.8 Guidelines for reimbursement of travel expenses for officers and spouses are in ROB Book 2, Travel Reimbursement Policy.